

## INSTRUCTIONS/CHECKLIST FOR COMPLETING AN APPLICATION TO PRACTICE AS AN AUDIOLOGIST IN VIRGINIA **(Includes “Provisional for Re-entry” into Practice)**

### READ THE FOLLOWING INFORMATION CAREFULLY BEFORE PROCEEDING

- **Laws and Regulations:** Application requires an attestation to having read the applicable [laws and regulations](#).
- **Application processing and documentation:** Applicant is responsible for notifying the source of the required documents to submit information directly to the board office by email, fax or postal mail. Optional forms for [licensure](#) and [employment](#) verification are available. Please allow 21 business days from initial mailing for board staff to receive and process an application. An initial email will be forwarded that provides notification of receipt and a list of any missing application documentation.
- **Application and Fee:** Application and fee must be submitted together by postal mail. An application fee of **\$135.00** is required; make check or money order payable to the “Treasurer of Virginia.” For applicants going from a Provisional License to a Full License, the fee is **\$85.00** (new graduate only). An applicant who holds and expired Virginia license issued by the Board, must apply by reinstatement. **All fees are nonrefundable.**
- **PRAXIS Scores:** Please use Board Code: **9347** to have a PRAXIS score released to the Virginia Department of Health Professions’ Board of Audiology and Speech-Language Pathology.
- **National Practitioner Data Bank Query (NPDB):** Please request a current [digital self-query report](#) from the NPDB. There is a processing fee charged by NPDB for this service. Upon receipt of the digital report, please email report to the board office at [audbd@dhp.virginia.gov](mailto:audbd@dhp.virginia.gov).
- **Initial License Expiration Dates:** Licenses issued prior to January 1 of the current year will expire on June 30 of the following year (example: License issued December 1, 2020, will expire on June 30, 2021). Licenses issued on or after January 1 of the current year will expire on June 30 of the second year (example: License issued January 3, 2021, will expire on June 30, 2022).
- **Board Communication:** The Board’s method of communication with applicants is via email.

### DOCUMENTATION FOR FULL AUDIOLOGY LICENSURE

#### **INITIAL LICENSURE (New graduate or never held an audiology license in any US jurisdiction)**

- Education documentation
  - Current and unrestricted ASHA Certificate of Clinical Competence (Note: Board staff will obtain ASHA certificate.); **OR**
  - Current and unrestricted ABA certification and a passing score on qualifying national examination (Note: Applicant is responsible for ensuring a PRAXIS score is released to Virginia. The board office will retrieve the score.); **OR**
  - Documentation of graduation from an audiology program accredited by the Council on Academic Accreditation of ASHA or an equivalent accrediting body, as recognized by the Board and a passing score on qualifying national examination (Note: Transcripts may be electronically sent from educational program to [audbd@dhp.virginia.gov](mailto:audbd@dhp.virginia.gov). Applicant is responsible for ensuring a PRAXIS score is released to Virginia. The board office will retrieve the score.)

- [License](#) verification of all licenses ever held, including expired, in another U.S. jurisdiction. (**NOTE:** Staff will obtain license verifications from U.S. jurisdictions that provide online primary source verification that includes disciplinary history. An applicant is responsible for requesting license verifications from jurisdictions that do not have an online verification system. The other jurisdiction is required to send the verification directly to the Board preferably via email at [audbd@dhp.virginia.gov](mailto:audbd@dhp.virginia.gov).)
- Submission of NPDB [digital self-query report](#).

#### **AUDIOLOGY LICENSE BY ENDORSEMENT (Held a license in another US jurisdiction at any time)**

- Evidence of Continuing Education Completion
  - Ten continuing education hours for each year the application has been licensed in the other jurisdiction, not to exceed 30 hours and passage of the qualifying examination the accrediting body recognized by the Board (Note: Applicant is responsible for ensuring a PRAXIS score is released to Virginia. The board office will retrieve the score.); **OR**
  - Current and unrestricted ASHA Certificate of Clinical Competence (Note: Board staff will obtain ASHA certificate.); **OR**
  - Current and unrestricted ABA certification and a passing score on qualifying national examination. (Note: Applicant is responsible for ensuring a PRAXIS score is released to Virginia. The board office will retrieve the score.)
- [License](#) verification of all licenses ever held, including expired, in another U.S. jurisdiction. (**NOTE:** Staff will obtain license verifications from U.S. jurisdictions that provide online primary source verification that includes disciplinary history. An applicant is responsible for requesting license verifications from jurisdictions that do not have an online verification system. The other jurisdiction is required to send the verification directly to the Board preferably via email at [audbd@dhp.virginia.gov](mailto:audbd@dhp.virginia.gov).)
- Documentation of active practice for at least one of the past three consecutive years preceding date of application.
  - Review Guidance Document [30-6](#), **Board guidance on definition of active practice** for information on active practice.
  - An applicant who graduated from an accredited audiology program within 24 months immediately preceding application is not required to submit evidence of active practice if the applicant holds a current and unrestricted
    - Certificate of Clinical Competence issued by ASHA; **OR**
    - ABA certification.
  - Employment may be verified on the Board's optional [Employment Verification Form](#), company letterhead or tax returns (1040) reflecting occupation.
  - If no active practice, board may issue a provisional license to practice in accordance with [18VAC30-21-70](#) for six months and submission of a recommendation for licensure from supervisor.
- Submission of NPDB [digital self-query report](#).



Perimeter Center  
9960 Mayland Drive, Suite 300  
Henrico, VA 23233-1463

**Email:** [audbd@dhp.virginia.gov](mailto:audbd@dhp.virginia.gov)  
**Phone:** (804) 597-4132  
**Fax:** (804) 939-5238  
**Website:** <https://www.dhp.virginia.gov/Boards/ASLP/>

**APPLICATION FOR AUDIOLOGY LICENSURE IN VIRGINIA**  
**(Includes "Provisional for Re-entry" into Practice)**

Full Name (Please Print or Type)

Last:		First:		Middle Initial:	
Have you ever been known by any other name? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, state in full every name by which you have been known. If the name stated above does not match name on required documentation, a copy of legal name change (i.e. marriage license or divorce) is required.					
Other names:					
Public Address for Disclosure:		City:	State:	Zip Code:	Telephone Number:
Address of Record (Mailing Address):		City:	State:	Zip Code:	Telephone Number:
<b>ADDRESS:</b> Virginia law allows persons regulated by boards within the Department of Health Professions to provide an alternative address for public disclosure if they want their address of record to remain confidential, used only for agency purposes. Health professionals may choose to provide a work address, a post office box, or a home address as the public address. If an alternative public address is not provided, the address of record will also be used as the public address and may be disclosed if specifically requested. Addresses of individuals <b>are not posted</b> on the <a href="#">License Lookup</a> program available through the board's <a href="#">website</a> .					
*Social Security No. or Virginia DMV No.		Date of Birth (mm/dd/yyyy)	Email Address: Public <input type="checkbox"/> Private <input type="checkbox"/>		
Are you active-duty military?					YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you the spouse of a member of the U.S. military who has been transferred to Virginia and who had to leave employment to accompany your spouse to Virginia?					YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you relocating to Virginia or an adjoining state or the District of Columbia with a spouse who is:					YES <input type="checkbox"/> NO <input type="checkbox"/>
1) On federal active duty orders; or					YES <input type="checkbox"/> NO <input type="checkbox"/>
2) A veteran who has left active duty service within one year of submission of this application?					YES <input type="checkbox"/> NO <input type="checkbox"/>
Graduation Date (mm/dd/yyyy)	Professional Degree(s)	School	City	State	

\*In accordance with §54.1-116 Code of Virginia, you are required to submit your Social Security Number or your control number\*\* issued by the Virginia Department of Motor Vehicles. If you fail to do so, the processing of your application will be suspended and fees will not be refunded. This number will be used by the Department of Health Professions for identification and will not be disclosed for other purposes except as provided by law. Federal and state law requires that this number be shared with other state agencies for child support enforcement activities. In order to obtain a Virginia driver's license control number, it is necessary to appear in person at an office of the Department of Motor Vehicles in Virginia. A fee and disclosure to DMV of your Social Security Number will be required to obtain this number.

**APPLICANTS DO NOT USE SPACES BELOW THIS LINE – FOR OFFICE USE ONLY**

ORIGINAL ISSUE DATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

APPLICANT #	FEE	RECEIPT #	EXEC DIRECTOR APPROVAL/DATE	LICENSE #	ISSUE DATE



Perimeter Center  
9960 Mayland Drive, Suite 300  
Henrico, VA 23233-1463

**Email:** [audbd@dhp.virginia.gov](mailto:audbd@dhp.virginia.gov)  
**Phone:** (804) 597-4132  
**Fax:** (804) 939-5238  
**Website:** <https://www.dhp.virginia.gov/Boards/ASLP/>

Are you currently practicing in Virginia on a 90-day temporary basis under § 54.1-2408.4 **YES**  **NO**

List passage date (mm/dd/yyyy) of qualifying national examination: \_\_\_\_\_

Have you actively been engaged in the practice of audiology prior to seeking licensure in Virginia? YES  NO

ASHA certification number: \_\_\_\_\_

List all professional practice in chronological order (use additional paper if needed).

Began Date mm/dd/yyyy	End Date mm/dd/yyyy	Name of Practice/City/State/Phone	Type of Practice (Private or Public Sector)

List all jurisdictions in which you have ever been issued a professional license, including expired, to practice audiology (does not include teaching certificates issued by the Department of Education). If more space is required, please record on separate paper.

Jurisdiction	License #	Issue Date (mm/dd/yyyy)	Years of Practice	License Status (active/expired/inactive/revoked/suspended)

**LICENSURE QUESTIONS**  
**ALL QUESTIONS MUST BE ANSWERED**

<p>Have you ever been denied an audiology license?</p> <p>If yes, please provide a full explanation that includes the type of license, the jurisdiction and the date of denial and submit notices, orders, etc., from the regulatory authority authorized to take such actions?</p>	<p><b>YES</b></p> <input type="checkbox"/>	<p><b>NO</b></p> <input type="checkbox"/>
<p>Have you ever had any of the following disciplinary actions taken against your license, certification, or registration in another jurisdiction to practice audiology? (a) suspension (b) revocation (c) probation (d) reprimand (e) had your practice monitored (e) monetary penalty?</p> <p>If yes, submit notices, orders, etc. from the regulatory authority authorized to take such actions.</p>	<p><b>YES</b></p> <input type="checkbox"/>	<p><b>NO</b></p> <input type="checkbox"/>
<p>Have you ever been convicted of a violation of/or pled Nolo Contendere to any federal, state, or local statute, regulation, or ordinance, or entered into any plea bargaining relating to a felony or misdemeanor? Including convictions for driving under the influence; excluding traffic violations. Additionally, any information concerning an arrest, charge, or conviction that has been sealed, including arrests, charges, or convictions for possession of marijuana, does not have to be disclosed.</p> <p>Attach your original criminal history record, a certified copy of any final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision, and any other information you wish to be considered with your application (i.e., information on the status of incarceration, parole, or probation, reference letters documentation of rehabilitation, etc.).</p>	<p><b>YES</b></p> <input type="checkbox"/>	<p><b>NO</b></p> <input type="checkbox"/>

<p>Do you have any reason to believe that you would pose a risk to the safety or well-being of your patients or clients?</p> <p>If yes, please provide a full explanation. Note: The Board may ask for additional documentation.</p>	<p><b>YES</b> <input type="checkbox"/></p>	<p><b>NO</b> <input type="checkbox"/></p>
<p>Are you able to perform the essential functions of a practitioner in your area of practice with or without reasonable accommodation?</p> <p>If no, please provide a full explanation. Note: The Board may ask for additional documentation.</p>	<p><b>YES</b> <input type="checkbox"/></p>	<p><b>NO</b> <input type="checkbox"/></p>
<p>Within the past five years have you exhibited any conduct or behavior that could call into question your ability to practice in a competent and professional manner?</p> <p>Please provide a full explanation on a separate page.</p>	<p><b>YES</b> <input type="checkbox"/></p>	<p><b>NO</b> <input type="checkbox"/></p>
<p>Within the past 5 years, have you been disciplined by any entity?</p> <p>Please provide a full explanation and any associated orders or letter from the entity.</p>	<p><b>YES</b> <input type="checkbox"/></p>	<p><b>NO</b> <input type="checkbox"/></p>
<p>Within the past five years, have any conditions or restrictions been imposed on you or your practice to avoid disciplinary action by any entity?</p> <p>If yes, please provide a full explanation and any associated orders or letters from the entity. (Note: The Board may request a copy of a current participation contract and summary of compliance and/or documentation of successful completion. You may consider providing this documentation with your application, or have the program send this documentation directly to the Board.)</p>	<p><b>YES</b> <input type="checkbox"/></p>	<p><b>NO</b> <input type="checkbox"/></p>

#### AFFIDAVIT OF APPLICANT

I have carefully read all applicable [laws and regulations](#) related to the practice of audiology. I hereby agree to abide by and remain current with the applicable [laws and regulations](#) which are available on the Board's [website](#).

I certify by entering my signature below: I am the person applying for licensure/certification/registration and meet the qualifications required by Virginia law and regulations. Further, I certify the information provided in this application has been personally provided and reviewed by me, and that statements made on the application are true and complete. I understand that providing false or misleading information, as well as omitting information, in response to information requested in this application or as part of the application process are considered falsification of the application and may be grounds for denial of or taking disciplinary action against an existing license/certificate/registration.

\_\_\_\_\_  
*Signature of Applicant*